

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE

MINUTES – MONDAY August 31, 2009

Chairman Coombs and called the meeting to order at 6:00 PM in Conference Room One.

Present:

Committee Member Name	Present	Absent	Excused
Joseph Coombs, Chairman	X		
Tim Tuell, Vice Chairman	X		
Raymond Grasso (6:03PM)	X		
Richard LePore	X		
Luke McEntire	X		
Carmen Pace	X		
Stuart Temple, Clerk	X		
Liaison Present			
Paul Montinieri, Council Liaison		X	
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guest Present			
Jeff Bridges, Town Manager	X		
Laurel Goodgion, Librarian	X		

Today is day 848 of the Project

Chairman Coombs introduced the Town Manager to the Committee.

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of June 29, 2009 Meeting – Motion made by Stuart Temple seconded by Rich LePore to approve the minutes. **All members voted in favor.**

3. Items for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. H. B. Communications Inc – Invoice 25314 - \$32,853.00 – Chairman Coombs conferred with Town Staff and the system works and the appropriate staff have been trained to use it. BOE Staff has also received training. The Chairman has watched a broadcast at home and the video from the new cameras is clearer then what was transmitted from the old cameras. Motion made by Stuart Temple seconded by Luke McEntire to approve this payment. **All members voted in favor.**
2. Kronenberger & Sons – App. No. 20R - \$63,497.99 – Chairman Coombs advised this is the final application for payment minus the request for retainage payment. All work has been listed as 100% complete. Luke McEntire asked if all the work has been completed. Chairman Coombs advised all that is left is punch list items. Also the ballast in the fluorescent fixtures has to be changed out. The electricians came back to fix them and found thru discussions with the manufacturer that the lights were shipped with ballasts for two light units while our units are single light. New ballasts are being shipped and the cost is being absorbed under warrantee. Tim Tuell asked if we heard back about the credits. Mike advised no. Tim advised at the last meeting the Committee suggested we hold up the next payment until the credits are resolved and that a letter be prepared to Kronenberger advising them to resolve the credits or we would hold up future payments. Chairman Coombs advised no such letter was prepared as there was a meeting with Brian Kronenberger and his new project manager to go over outstanding issues. Chairman Coombs advised we should pay them for the work completed and look to get the credits back thru the retainage. He will check with the Town Attorney to see if this can be done. Motion made by Raymond Grasso seconded by Stuart Temple to get an opinion from the Town Attorney regarding taking the credits out of retainage and table this payment until we get the Town Attorney's response. **All members voted in favor.**

3. Northeast Communications & Electrical LLC – Invoice 3567 - \$1,105.57 – Chairman Coombs advised the system is working correctly. Motion made by Richard LePore seconded by Luke McEntire to approve this payment. **All members voted in favor.** Motion made by Raymond Grasso seconded by Stuart Temple to add an invoice for AT&T to the Agenda. **All members voted in favor.**

4. AT&T – Invoice 363-015835 - \$8,030.85 – Mike Turner advised that this is work that was approved by the Committee to be done and a purchase order change order prepared. The work has been completed satisfactorily. Motion by Stuart Temple seconded by Raymond Grasso to approve this payment. **All members voted in favor.**

B. Change Orders

1. None

C. Staff Information

1. Szewczak Associates – Invoice 13460 - \$1,472.50 (previously tabled) – Mike Turner advised he reviewed the minutes of the Feb 23, 2009 minutes and Szewczak was supposed to forward us a report that has not been received to date so this item will remain tabled.

2. Peter Wells August 11, 2009 Letter to Joe Coombs – Mike Turner advised this is related to the steel straps. The Committee had a peer review done by an outside firm and based on that report agreed they should not be responsible for this expense. Mike advised the Peer Review Consultant talked to Szewczak but never received a written confirmation of that conversation. At their meeting Chairman Coombs went over the wall's condition and the peer review with Brian Kronenberger. Brian agreed to reduce the \$18,000 claim for their administrative costs. Mike Turner advised Peter Wells is not looking for additional reimbursement for his firm for this work. Motion by Raymond Grasso seconded by Tim Tuell to receive this as information. **All members voted in favor.**

3. Mike Turner August 21, 2009 Memo to Joe Coombs – Mike's memo give a value for the work in item 2 above. Mike reviewed his calculations with the members. He did not use a flat \$120 per hour as Kronenberger did but use the prevailing wage for that period of time. Mike used their material costs but cut back on the amount of material because only one floor not two were involved. Tim Tuell responded to Mike Turner's comment that the \$3500 could be paid for out of the budget. Tim disagreed the budget shows a current negative if everything was done. Mike responded if the Committee wished to pay for it out of the budget other items would have to be eliminated from the budget. That is the Committee's option. Raymond Grasso advised we previously made a decision not to for this work. We now have a request to reconsider. We don't have to do anything we already made a decision in the past. Raymond Grasso advised if they might accept \$3500 they should accept zero. Motion by Raymond Grasso seconded by Tim Tuell to receive this as information. **All members voted in favor.**

4. Laurel Goodgion August 10, 2009 Letter to Jeff Bridges / Mike Turner – Mike Turner advised this memorandum was referred to Peter Wells; Ed Flynn and Kronenberger for response. Some are control issues that should be fixed thru the computer. As far as adding ducts in the rooms we were advised by Ed Flynn in the past that that was not feasible. Tim Tuell made a motion seconded by Stuart Temple that these items be added to the Punch List until they are resolved. **All members voted in favor.** Motion by Tim Tuell seconded by Stuart Temple to receive this as information. **All members voted in favor.**

5. Updated Budget Sheet dated August 20, 2009 – Tim Tuell asked what the significance of items on lines 101 thru 104. Mike Turner advised they were added at Tim's request. Tim asked that a notation be added to the \$55,012 total that this is a "Value of the Potential Claim" so that it doesn't look like it is a balance in the bond.

Motion by Stuart Temple seconded by Raymond Grasso to receive this as information.

All members voted in favor.

6. Updated Punch List dated August 31, 2009 – Tony Martino handed out an Updated Punch List. Motion by Tim Tuell seconded by Rich LePore to have Ed Flynn get back to us with confirmation if the preheat coil, on the mezzanine floor, that froze up was controlled by NEEC be resolved before payment is made. **All members voted in favor.** Motion made by Stuart Temple seconded by Raymond Grasso to receive this as information. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised the punch list is being whittled down. Some of the work needs to be redone by Kronenberger. At the meeting with Brian Kronenberger, John Dietz the Project Supervisor advised that Kronenberger has completed most of their work. He was advised by Chairman Coombs that Kronenberger was also responsible for the punch list items belong to their sub-contractors. The sub-contractors work for Kronenberger, not the Town. The biggest item on the punch list is the Council Chamber lights that were mentioned in item 3IA2. The computer for monitoring the heating and air conditioning system broke and had to be replaced. The system now needs to be checked for accuracy. We received the roof warrantee last week. We should not accept it as it shows the warrantee starting in August 2008. All the work was not completed at that time. Ladders had to be installed, pitch pockets installed. The warrantee should be accepted with a date to be determined in 2009 once the aforementioned work was completed. All construction work has been completed.

E. New Business

1. Bay State Elevator Quote 3497A - \$1,500.00 – Mike Turner advised at the last Meeting the Committee requested he get updated quotes from Bay State Elevator for the proposed work. Bay State currently has the current maintenance contract for our elevators. Attached is an updated quote. Motion made by Tim Tuell seconded by Stuart Temple to approve proceeding with the work based in all three quotes: 3497A; 3498A & 3499A. **All members voted in favor.**

2. Bay State Elevator Quote 3498A - \$159.00 – See Item 3IE1.

3. Bay State Elevator Quote 3499A - \$695.00 – See Item 3IE1.

4. Authorization for Landscaping – Mike Turner advised within the bond language there was an item where we have to provide some landscaping thru the bond. He has been showing a \$2,000.00 line item for that. Mike suggested we buy pavers and stone dust and install the pavers in the open closed in area between the walk way from Town Hall and the Library on the ground floor. This will give the area a finished look and help with drainage. Right now there is just trap rock in the area and weeds are growing making the area look unfinished. Tim Tuell questioned the price of the pavers. Mike Turner advised he had the Town Mason get three quotes for the pavers and stone dust. The lowest price was \$1,600.00 for pavers and \$400.00 for stone dust. The work will be accomplished by Physical Services Staff. Tim then asked if we could only spend \$100.00 for landscaping. He was advised we can spend whatever the Committee wants as long as we spend something on landscaping. **NOTE:** After discussion of this issue no motion was made on the subject.

5. Authorization for Duct Work Social Services – Mike Turner advised that under the work done by Nutmeg under Phase I there was no requirement to put ventilation in the hallways in Social Services. All the offices have ventilation. When Social Services put the double doors in and closed their office doors they blocked ventilation from getting into the hallways causing the moisture problems they have. We asked Ed Flynn to investigate to see what could be done to eliminate the problem and developed a sketch to fix the problem which Kronenberger estimated the cost of work at \$7,000.00. The Town Plumber

is not qualified to do this work and we wish to go outside to another vendor to do the work for us. Motion made by Raymond Grasso seconded by Tim Tuell to go out and get three quotes for this work. **All members voted in favor.** Laurel Goodgion then asked that her HVAC needs also be taken into consideration. Mike Turner advised her that Ed Flynn had already looked into her situation and there was nothing feasible that could be done for those rooms.

6. Authorization for Window Replacement – Mike Turner advised in the space between the Town Clerk's Vault and the outside wall that one of the windows had been cracked by vandals. Mike asked for the Committee's approval to go to A1 Glass who did the original installation for a quote since this is specialty item and we want to be sure the glass matches and is installed correctly. Committee members questioned why this wasn't a maintenance item. They were advised technically the building work was not completed yet and the facility belongs to Kronenberger and the Town cannot claim the vandalism on its insurance policy as we have a \$5,000.00 deductible. Motion made by Tim Tuell seconded by Rich LePore to authorize Mike Turner to go get a quote for the window replacement.

All members voted in favor.

7. Roof Warrantee – Chairman Coombs advised we received the roof warrantee last week. We should not accept it as it shows the warrantee starting in August 2008. All the work was not completed at that time. Ladders had to be installed, pitch pockets installed. The warrantee should be accepted with a date to be determined in 2009 once the aforementioned work was completed.

Motion made by Luke McEntire seconded by Rich LePore to add elevator lighting diffusers to the agenda. **All members voted in favor,**

8. Elevator Lighting Diffusers – Luke McEntire advised in the past he did research for the Library to obtain the cost for replacement lighting diffusers for the Library elevator. He believes the cost will be under \$100.00 the current diffusers throw off a yellow light and replacement ones will make the elevator brighter and can be installed by town staff. Motion made by Luke McEntire seconded by Raymond Grasso to add this item to the Budget as a "To Do Item" and get an updated cost for the diffusers. **All members voted in favor.**

Prior to adjourning, members asked when the Town Hall parking lot work would begin. Mike Turner advised the contractor was here today mobilizing. They disconnected all but the center parking lot light so things will be darker for a while. We made arrangements for Town Hall & Library staff to start parking at the Corpus Christi Church Parking Lot and the Clearing House Auction Parking lot starting next week. The contractor will be tying up one third to one quarter of the parking lot at a time making the rest of the lot available for residence to use. The entire project should take about a month. They will complete the main parking lot before starting on the small parking lot next to the Manager's Office where town vehicle are parked. Chairman Coombs made the suggestion we look at stamped concrete sidewalks instead of regular sidewalks because stamped sidewalks deflect the heat away from the building.

4. Next Scheduled Meeting:

A. Future Meetings will be scheduled on an as needed basis.

5. **Adjournment:** Motion made by Raymond Grasso seconded by Luke McEntire to adjourn. **All members voted in favor.** Meeting adjourned at 7:28 PM.

I hereby certify that the above is a true copy of the minutes approved by the Town Hall Renovation Committee.

Stuart Temple, Clerk